

LANCASTER COUNTY NURSING DIRECTOR

NATURE OF WORK

This is responsible professional nursing work administering and supervising all nursing services within a county-operated long term health care facility (Lancaster Manor).

Work involves the responsibility for supervising and coordinating the activities of the nursing staff; formulating and executing nursing care programs; establishing standards of nursing practices; developing nursing policy and procedures; evaluating the effectiveness of nursing services provided facility residents; assigning the number and levels of nursing staff; coordinating nursing services with internal and external facility representatives and services; and conferring with family members and physicians regarding resident condition and services provided. Work also involves reviewing state and federal regulations governing the operation of a long-term care facility and implementing necessary compliance procedures as they pertain to nursing services; maintaining a variety of records relative to nursing services provided; and preparing and administering the budget for nursing operations. General supervision is received from the Nursing Home Administrator with work being reviewed in the form of effectiveness of nursing services provided and compliance with state and federal regulations. Supervision is exercised over nursing home nursing staff members.

EXAMPLES OF WORK PERFORMED

Supervise and coordinate the activities of the nursing staff engaged in the delivery of long term health care nursing services; formulate and execute nursing care programs involving the ongoing care and treatment of residents encompassing levels of care ranging from highly skilled intervention to simple verbal assistance; establish the facility's standards of nursing practices; develop and maintain nursing policies and procedure manuals regarding resident care; evaluate the effectiveness of nursing services provided facility residents; and establish the number and levels of nursing staff.

Evaluate facility residents to determine care level requirements; perform daily rounds to ensure quality nursing care is being provided; observe resident nutrition and effect corrective action when nutritional problems are encountered; confer with family members and physicians relative to resident condition and services provided.

Coordinate nursing services with internal and external facility representatives and services.

Review state and federal regulations governing the operation of a long term care facility and implement necessary compliance procedures; serve as facility representative for state and federal compliance reviews.

Prepare and administer a budget for the nursing department; maintain records of nursing services provided and prepare reports as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of professional nursing principles, practices and techniques as they pertain to the delivery of long term health care nursing services.

Thorough knowledge of the aging process and problems associated with nursing home residency.

Thorough knowledge of managerial principles and practices as they pertain to the delivery of long term health care nursing services.

Thorough knowledge of infection prevention and control.

Thorough knowledge of pharmacology as such relates to the delivery of long term health care services.

Thorough knowledge of the quality assurance process within the long term care health environment.

Thorough knowledge of state and federal regulations governing the operation of a long term health care facility.

Thorough knowledge of community human service agencies as well as services provided by those agencies.

Ability to make professional nursing and administrative decisions within the framework of established policies.

Ability to plan, assign and evaluate the work of nursing staff.

Ability to plan, formulate and execute nursing programs.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with public officials, nursing staff, residents and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a baccalaureate degree nursing program approved by the State of Nebraska supplemented by graduate course work in gerontology plus thorough experience in the delivery of long term health care nursing services in a responsible supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited school of nursing approved by the State of Nebraska plus considerable experience in the delivery of long term health care nursing services involving supervisory responsibilities or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills and meets licensure requirements.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid license to practice as a Registered Nurse in the State of Nebraska.

Approved by: _____
Department Head

Personnel Director

9/79

Revised: 05/95

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